

# **Diversity, Equity, Inclusion and Equal Employment Opportunity (DEI-EEO) Plan**

**Fiscal Year 2024**

**Department of Citywide Administrative Services**

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## I. Commitment and Accountability Statement by the Agency Head

[This statement provides the Agency Head with an opportunity to articulate, in their own language, the agency's commitment to the values of diversity, equity, and inclusion (DEI), and equal employment opportunity (EEO). It should proclaim the assurance of a discrimination-free workplace, integration of this plan into the agency's strategic mission, and a declaration that all senior executives, managers, supervisors, and employees are accountable for upholding these values and are charged, within their scope of responsibility, to effectively implement the agency's DEI-EEO Plan. It must include the name and contact information of agency EEO Officer.]

Our city is one of immense diversity, where people from every corner of the world come together as one and make our city thrive. A place where people from different cultures both entwine and take pride in their distinct heritages, this is something to celebrate, and makes us one of the most unique, strongest, and resilient places in the country. Acknowledging this, it is crucial for this administration – and myself as Commissioner – that our workforce reflects the diverse tapestry of culture that makes New York, New York.

As the main human capital arm of our municipal government, it is our job to promote inclusivity and equity not only throughout the many agencies that make up our city, but within our own as well. However, I can't do it alone – we all have to do our part. While you all help to keep our workplaces safe and free from discrimination, I want you to know that help is available. We have staff right here at DCAS that can lend support, offer advice, and ensure privacy for sensitive matters related to employees.

Belinda French, our agency's Diversity and EEO Officer, serves as the primary resource for our employees on best practices and guidance for addressing EEO-related matters. Ms. French can be reached at 212-386-0297 or [bfrench@dcas.nyc.gov](mailto:bfrench@dcas.nyc.gov).

Hortensia Richards, our agency's Director of Human Resources, serves as the primary resource for our employees on best practices and guidance related to personnel matters including recruiting, hiring, and employee retention. Ms. Richards can be reached at 212-386-0374 or [hrichards@dcas.nyc.gov](mailto:hrichards@dcas.nyc.gov).

Shameka Blount, Executive Director of Administration, is also the agency's Career Counselor. She can provide employees with information on civil service career planning, approved job vacancies within the agency and how to apply for those positions, and recommendations for professional learning and development. Ms. Blount can be reached at 212-386-0232 or [sblount@dcas.nyc.gov](mailto:sblount@dcas.nyc.gov).

If you are on a City computer or connected to the Virtual Private Network (VPN), you can access the [City's EEO Policy](#), [Reasonable Accommodation Process](#), [Sexual Harassment Policy Statement](#), and other EEO-related information on the [Diversity & EEO](#) page of DCAS Connect. These materials can also be requested directly from the Diversity and EEO office at [diversityeeo@dcas.nyc.gov](mailto:diversityeeo@dcas.nyc.gov).

☐ This statement is the same as last year.

☒ This statement will be disseminated to all employees in the agency.

## II. Recognition and Accomplishments

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2023) to advance DEI and EEO goals, for example, recognizing employee contributions to DEI goals through awards and employee appraisal, introducing new equity programs, training all staff on mandatory training, or launching employee resource groups. Add additional lines as needed.]

In the past year, our agency accomplished the following as part of our commitment to DEI and EEO:

**1. NYC Government Hiring Halls** – Beginning in February 2023, DCAS held weekly recruitment events, dubbed “NYC Government Hiring Halls” that were designed to address unprecedented employment challenges and fortify the city’s workforce by bringing opportunities directly to the communities we serve. Job seekers were afforded a unique opportunity to engage with municipal agencies, interview for roles, and receive same day job offers. Hiring managers from several City agencies, including DCAS, participated in these hiring halls to fill their approved job vacancies. Upon conclusion of the hiring halls in June 2023, the City engaged with over 14,000 job seekers and reached a milestone of over 2,200 job offers made.

**2. HR Transformation Working groups** – On a parallel track with the NYC Government Hiring Halls, DCAS created an HR Transformation Working Group, comprised of several HR and EEO professionals from City agencies to streamline current hiring processes, and work to modernize the City’s administration of the civil service system. Two teams were created – one to address the City’s pre-hire process (job posting through job offer) and the onboarding process (post-job offer). The ultimate goal is to standardize and effectively expedite the City’s hiring process, as well as retain a diverse and talented workforce. During the four-month sprint, from March 2023 to June 2023, members of both working groups participated in weekly meetings led by DCAS or a partner agency, conducted research, drafted recommendations and presented their findings. Some of these recommendations have already been implemented, such as the “swearing in” video from the Mayor, new hire “buddy” pilot, and the beginning stages of a revamped new hire orientation.

**3. Creating Opportunities to Expand Our Workforce:** With a building portfolio of 55+ facilities, DCAS employs approximately 400 City Custodial Assistants. At its initial hiring hall on February 11, 2023, DCAS Facilities Management interviewed several candidates and made 45 job offers. DCAS also hosted several internal job fairs to give employees listed on our promotional civil service lists for Administrative Staff Analyst, Associate Staff Analyst, and Principal Administrative Associate, opportunities for advancement within the agency.

**4. EEO, Diversity, and Inclusion Training:** In FY23, the percentage of DCAS employees that completed mandatory training are as follows: Sexual Harassment Prevention - 100%; Everybody Matters – 70%; and lgbTq: Power of Inclusion – 85%. Agency records show that employees also completed several non-mandated trainings throughout the year in the following topics: Disability Etiquette, Structured Interviewing and Unconscious Bias, Bystander Intervention, and Microaggressions to Microaffirmations.

**5. DCAS's Race Equity Initiative (REI) Champions Program:** To expand the agency's Race Equity Initiative across the agency, DCAS launched its "REI Champions" program for DCAS employees that have an interest and personal commitment to achieving an equitable work environment and assisting REI in advancing its mission. Twenty (20) DCAS employees were selected for the program – eight (8) as learning series specialists that contribute resources for the monthly learning series and twelve (12) as trainers to facilitate unconscious bias, structured interviewing, and bystander intervention training across the agency. These courses were selected to provide employees with the education and tools to recognize their own biases, how to intervene as a bystander when they observe fellow co-workers experiencing discrimination, harassment, or workplace violence, and how to prevent bias from influencing hiring decisions.

**6. Bystander Intervention Training:** DCAS launched a mandatory, in-classroom, Bystander Intervention training initiative for its employees from September 30, 2023 to March 31, 2023. This training equipped our employees with the knowledge on the different ways bystanders can take a more active role in addressing or calling attention to workplace misconduct they have witnessed and creating a more equitable workplace. During a six-month period, we trained 1,258 employees and held classes in our Citywide Training Center as well as Queens Borough Hall and Staten Island Borough Hall.

**7. DCAS Celebrates Its Diversity:** DCAS held several heritage month events to celebrate the diversity of our employees including: Black History, Women's History, Asian American Pacific Islander (AAPI) Heritage, Caribbean History, LGBTQ Pride, Hispanic Heritage, and Veterans. In FY 23, we also held our first Juneteenth event, which educated employees on the history, significance, and interconnections between Juneteenth and July 4. Employee committees were utilized in the planning stages of all heritage months events to ensure that these events are authentic and inclusive.

**8. Town Halls and "Ask the Commissioner" email address:** To create a more accessible line of communication with all employees across the agency, DCAS conducted quarterly town halls and created an "Ask the Commissioner" email to ensure that employees are informed of new and existing policies or programs within the agency and that they have an outlet to voice concerns, ideas, and provide feedback.

**9. State of the Agency Address:** The first ever "State of the Agency Address", led by DCAS's Commissioner, Dawn M. Pinnock, was held during this quarter on February 8, 2023, which focused on the agency's accomplishments over the past year and detailed the Commissioner's vision for the future with an emphasis on excellence, equity, and engagement.

**10. We Serve Wednesdays:** DCAS launched, "We Serve Wednesdays", which highlights different DCAS employees on a weekly basis and gives them an opportunity to share what they do and why they do it for the City of New York. The stories that are shared emphasize the diversity of our workforce, covering employees of various job categories, tenures, ages, genders, and races.

### III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2023

Total Headcount: 2,078

[This figure is available on the total line for your agency in the FY 2023 Q4 EBEPR210 CEEDS report]

[Pursuant to Local Law 27 (2023), provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2023. The term "occupational segregation" means a group's under-representation or over-representation in certain jobs or fields of work, when such group is protected by the employment related provisions of the city's human rights law and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability. To do this analysis, look at titles where pay disparity exists and salaries vary within the same title when compared by years of service. Also conduct a comparison of women and racial or ethnic minority group members.]

1. [Look at titles where pay disparity exists and salaries vary within the same title when compared by years of service. Also conduct a comparison of women and racial or ethnic minority group members.]
  - a. DCAS Human Resources regularly reviews the agency's headcount reports and current pay structures to ensure that employees are being paid according to their respective collective bargaining agreements, where applicable. If or when a salary adjustment is needed based on collective bargaining increases, changes to civil service title, pay differentials, and other personnel-related actions that may cause an employee's salary to change, Human Resources will make the necessary adjustments and notify affected employees accordingly.
  - b. To address occupational segregation and underutilization of women and minorities in certain job groups, the EEO Office first tracks job vacancies on a daily basis through NYCAPS to determine if vacant discretionary positions exist for titles in underutilized job groups. If so, the EEO Office will alert Human Resources and the hiring manager of the specific position and request to post the position in diverse recruitment resources. The EEO office measures the impact of this effort, if any, by subsequently monitoring the diversity of the applicant pool in NYCAPS and in collaboration with HR, ensures that structured interviewing procedures are followed to prevent bias in the hiring process.

In FY23, DCAS saw a significant increase in the diversity of our applicant pools and hiring within our typically underutilized job groups, which can most likely be attributed to the NYC Government Hiring Halls, held between February 2023 and June 2023. An example of this increase in diversity can be seen in the new hires of Q1 of FY24: of the 26 positions hired in the "Craft" job group (which is typically underutilized in women and minorities), 69% (18 positions) were filled by people of color. These positions included the civil service titles of

Electrician, Plumber, Auto Mechanic, Stationary Engineer, Thermostat Repairer, and Steamfitter.

- c. Under our current agency leadership since January 2022, significant efforts have been made to ensure parity in salary amongst agency staff serving in leadership positions, specifically at the Deputy Commissioner, Assistant Commissioner, and Executive Director levels of leadership within each line of service, based on scope of responsibilities, managerial level, and years of service.
  - d. An evaluation of the DCAS Executive team that reports to the Commissioner and is comprised of 16 employees in the Deputy Commissioner, General Counsel and other comparable managerial titles, do not show any pay disparities, as all are within the same average salary range. As of November 2023, the gender and racial demographics of the DCAS Executive Team are as follows: 56% women; 44% men; 13% Asian; 31% Black, 13% Hispanic, and 44% White.
  - e. An evaluation of the Assistant Commissioner, Executive Agency Counsel, Administrative Staff Analyst (M4 or higher); Administrative Engineer, and other comparable managerial titles across the agency, also showed no pay disparities, and were within the same average salary range. This group, as of November 2023, comprises approximately 30 employees with gender and racial demographics as follows: 40% women; 60% men; 17% Asian, 13% Black, 30% Hispanic, 37% White. The analysis also revealed that the leadership at this level within each line of service were paid the same or similar salaries, regardless of gender or race.
2. [Describe steps taken to encourage all employees at your agency to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means.]

In FY 2024, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☒ Agency's intranet site
- ☒ On-boarding of new employees
- ☒ In FY 2024, the agency will inform and remind employees of the option to add preferred name in ESS.

3. [Describe the review process of the quarterly CEEDS reports on workforce composition, utilization, and new hires and promotions data presented in your quarterly agency workforce dashboard and/or internal workforce reporting. Describe how your agency's EEO Officer, Personnel Officer and Agency Head work together to review demographic trends. These reports must be reviewed regularly with the Agency Head.]

#### **Step 1:**

Upon receipt of the quarterly CEEDS reports and summary dashboard, the EEO officer reviews the following:

1. demographics by gender and race across job groups;
2. the representation of women and minorities in new hires, promotions, and separations according to job group and civil service title;
3. the ratio of hires to separations;
4. job groups that are experiencing underutilization in women and minorities;
5. Aforementioned data separated by department/line of service

#### **Step 2:**

This data is then compared to that of the previous quarter to determine if there have been any significant changes or identifiable trends in hiring, promotions or separations. However, trends are typically more recognizable after six months to one year.

#### **Step 3:**

The EEO officer will share the workforce dashboard with the Director of Human Resources, along with a narrative summary of the data and changes from the last quarter (if any). The EEO Officer and Director of Human Resources may meet to discuss changes or trends (if any) and what actions can be taken, which can include but is not limited to, recruitment, training, or other measures to ensure equal employment opportunity.

#### **Step 4:**

The EEO Officer will share the workforce dashboard, a narrative summary of the data gathered as well as any trends, and what actions will be taken, if any, with the Commissioner for review and feedback. This will be done via email, with a copy to the Director of Human Resources or via bi-weekly check-in meetings with the Commissioner.

**[Note:** If necessary, the agency can reach out to DCAS CEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform its recruitment plans and efforts to reduce/eliminate underutilization.]

- ☒ The agency conducts regular reviews of the CEEDS workforce reports and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion



(CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

[Select the options that apply to your agency.]

**Agency Head**

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

**Human Resources**

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

**General Counsel**

☐ Quarterly ☒ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

**Other (Deputy Commissioners)**

☐ Quarterly ☒ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

- ☒ The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

## iv. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2024

[State below the central goals of your strategy for FY 2024 focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted.]

### 1. Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations.

#### ❖ Workforce:

- [Workforce goals should be directed at the composition of your workforce, recruitment, retention, promotion, and professional development.]

In FY 24, our goal is to analyze workforce data and employee feedback to inform our policies and procedures for recruitment, retention, promotion, and the professional development of our employees. This may include reviewing quantitative and qualitative data on employee demographics by race, gender, age, civil service titles utilized, representation in leadership,

underutilization, training completion rates, and number and type of EEO complaints, among other categories.

❖ **Workplace:**

- [Workplace goals have to do with inclusion, workplace culture, and employee activities.]

In FY 24, our goal is to ensure that the work environment reflects a “People First” culture, which means, hearing what DCAS employees think and feel, and looking at DCAS’ employee’s workplaces. Employees are responsive to leadership visibility and our agency initiatives will focus on a range of efforts that are a “small changes, big impact” that create professional development opportunities, collaborative working spaces, and appreciation of employee contributions to DCAS’s mission – to make City government work for all New Yorkers.

❖ **Community:**

- [Community goals should be directed at the external environment of your agency: the public and entities served by the agency.]

DCAS provides effective shared services to support the operations of New York City government with a commitment to equity, effectiveness, and sustainability. Although the primary customers of our services are other City agencies, some of our services extend to the public, such as administering the City’s exams and providing facilities management to over 55 public buildings. As mentioned in our Diversity and Inclusion Commitment statement, DCAS is uniquely positioned to advance equity and inclusion across the City by providing guidance and best practices to City agencies on hiring practices for a diverse workforce, creating an inclusive work environment, and procuring goods and services that will effectively serve all New Yorkers and visitors to the City.

❖ **Equity, Inclusion and Race Relations Initiatives:**

- [Describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. (Age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums)]

DCAS’s Race Equity Initiative (REI) was created in October 2020 to help build the most equitable workplace for our employees and to provide a safe space for employees to discuss topics related to race and what we can do as a community to understand and address racism in our society. Through REI, DCAS ensures that our employees have resources to educate themselves on racial

diversity and inclusion, offers safe spaces to engage in meaningful dialogue about race, and equips employees with the tools to become more involved with creating an inclusive and equitable workplace. This includes our enhanced approach to employee engagement and cultural events by ensuring that employee focus groups are held to determine programming.

## **2. Planned Programs, Initiatives, Actions**

[Describe the ongoing and new programs, actions, and initiatives planned for FY 2024, which are aimed toward enhancement and expansion of the three foundations of Diversity and EEO strategy: Workforce, Workplace, and Community.]

### **A. Workforce**

[In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workforce.]

**[Note:** Please address the specific recruitment, selection and promotion strategies, sources, and procedures in Sections V and VI, below.]

[The actions listed below require internal agency collaboration and are not limited to the EEO Office.]

#### **1. Structured Interviewing training and audit of structured interviewing procedures across the agency**

In FY24, DCAS plans to launch Structured Interviewing training for its HR personnel and hiring managers through its Race Equity Initiative. In addition to educating hiring managers on structured interview procedures, the agency will update and distribute its Structured Interviewing guide and pilot a new candidate evaluation scoring sheet.

As part of this training launch, the EEO office will also monitor the agency's structured interviewing procedures for compliance and utilize the City's new Smart Recruiters software to review and analyze the demographics of the applicant data, including interview and selection data. This effort will assist the agency in analyzing whether the diversity of the candidates selected for interview and/or hire match that of the diversity of the applicant pool. If the EEO office identifies trends or positions that require more diverse recruitment, it will notify HR and relevant hiring managers appropriately.

[Describe how your agency will address underutilization in FY 2024. Please mention here major job groups experiencing underutilization of women and minorities in your agency, and how your agency plans to address the underutilization. This should also include details of how the quarterly reports and dashboards will be used, partnership with the human resources office, initiatives around targeted recruitment, professional development for existing employees, and focus on civil service exams.]

As of FY24, Quarter 1, the major job groups experiencing underutilization of women and minorities at DCAS are: (1) “Craft”, which includes the various skilled trades civil services titles and (2) “Laborers”, which includes City Laborer title and other civil service titles that support the Craft job group.

To address this underutilization, the EEO Office tracks job vacancies on a daily basis through NYCAPS to determine if vacant discretionary positions exist for titles in underutilized job groups. If so, the EEO Office will alert HR and the hiring manager of the specific position and request to post the position in diverse recruitment resources.

The EEO office will then measure the impact of this effort, if any, by subsequently monitoring the diversity of the applicant pool and in collaboration with HR, ensure that hiring managers are following structured interviewing procedures to prevent bias during the interview and selection process.

## **B. Workplace**

[Describe specific actions designed to create inclusive workplace culture, enhance equity, and initiatives undertaken to address race relations in the agency. (e.g., modeling inclusive language such as preferred pronouns and age-inclusive language on job postings, celebrating heritage months, ensuring worksite and meetings are accessible, creating agency specific surveys or implementing initiatives based on previous agency specific surveys, etc.).]

### **1. EEO Liaisons Program**

DCAS recognizes that cultivating a diverse and inclusive workplace is the responsibility and collective effort of all DCAS employees, not just the EEO office. We also recognize the importance of having an EEO office that is visible to our 2,000 employees across the City. For this reason, it is our goal to launch an EEO liaison program in FY24.

EEO liaisons will play an important role by ensuring that employees in their work location/line of service have a point person on site to guide them in EEO-related questions and concerns, and appropriately refer them to the EEO office when needed. The EEO office will create a program guide with eligibility and application requirements and will begin promoting the program in Q3 of FY24.

### **2. REI Champions Program and Membership Drive**

DCAS’s “REI Champions” program was created for DCAS employees that have an interest and personal commitment to achieving an equitable work environment and assisting REI in advancing its mission. Last fiscal year, twenty (20) DCAS employees were selected for the program – eight (8) as learning series specialists that contribute resources for the monthly learning series and twelve (12) as trainers that were trained to facilitate unconscious bias, structured interviewing, and bystander intervention training across the agency.

As of July 2023, several employees in the Champions program have left DCAS, or advanced in their careers to new opportunities, leaving only seven trainers and five learning series specialists. In FY24, we plan to hold a REI Champions membership drive for interested employees to join. Once selected, the first tasks will be launching Structured Interviewing and Unconscious Bias training across the agency, as well as relaunching our learning series.

[Select the options that apply to your agency.]

☒ Promote employee involvement by supporting Employee Resource Groups (ERGs).

List below the names of existing ERGs:

1. REI Champions

☐ Agency will create a Diversity Council to leverage equity and inclusion programs

☐ Agency Diversity Council is in existence and active

☒ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion

☒ Agency will inform employees of their rights and protections under the New York City EEO Policy

☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

## C. Community

[In addition to the strategic goals above, please describe in details specific initiatives, programs and policies planned with respect to your agency's services to the community. This should include initiatives to enhance equity, improve community relations and increase awareness about services offered by your agency.]

### 1. Five-Year Accessibility Plan

Local Law 12 of 2023 codified as section 23-1004 of the NYC Administrative Code, requires City agencies to prepare and publish five-year accessibility plans describing the steps it is currently taking and will take over the next five years to ensure that the agency's workplace,

services, programs, and activities are accessible to and accommodating and inclusive of persons with disabilities.

Through collaboration with the Mayor’s Office for People with Disabilities (MOPD), the accessibility plans must address five areas: physical access, digital access, programmatic access, effective communication and workplace inclusion.

DCAS will consider this five-year accessibility plan as its community initiative for FY24. According to LL12, a draft of the plan must be created for review and public comment no later than December 31, 2023, and the plan must be subsequently finalized for submission to MOPD by March 15, 2024.

In FY 2024, the agency will:

- ☒ Continue or plan to promote diversity and EEO community outreach in providing government services
- ☒ Promote participation with minority and women owned business enterprises (MWBES)
- ☐ Conduct a customer satisfaction survey
- ☒ Expand language services for the public

## V. Recruitment

### A. Recruitment Efforts

[Summary of Recruitment Efforts – Include proactive strategies and practices your agency will use to build and retain a diverse and inclusive workforce. Strategies should include steps that will be taken to promote discretionary positions use of underutilization reports to inform recruitment efforts, review of current policies procedures and practices related to recruitment, training hiring managers and recruiters on D&I courses.]

In FY24, the DCAS EEO and HR offices will collaborate on efforts to ensure that when discretionary positions are posted, we are conducting outreach and utilizing recruitment sources that will lead to diverse applicant pools of qualified candidates.

Whenever available, DCAS staff will continue to participate in the agency’s hiring halls as well as OCR’s “Citytalk” panel discussions and other recruitment related events that cater to diverse populations such as people with disabilities, veterans, and other gender-expansive or ethnic groups. DCAS Human Resources will also consider hosting its own recruitment events for internal vacancies and titles that have the highest number of employees.

DCAS will also continue to share available job opportunities on its LinkedIn site as well as in OCR's monthly newsletter that is sent to career services professionals at community-based organizations and educational institutions, as well as to diverse job seekers. DCAS's Employee Relations unit will continue to send agency-wide notices to our employees for internal vacancies.

### **Training**

DCAS hiring managers will be trained in understanding unconscious bias and structured interviewing techniques to avoid intentional and unintentional biases in the hiring process. A mandatory structured interviewing workshop will be launched for our hiring managers this fiscal year. Hiring managers will also be encouraged to complete companion courses such as the City's Everybody Matters, Power of Inclusion, and Disability Awareness and Etiquette.

### **Underutilization**

If or when underutilization exists for a discretionary position that has been posted, the EEO office will notify HR and the relevant hiring managers of the gender or racial groups that are underutilized and request that additional, targeted recruitment efforts are considered.

The EEO office will periodically review the structured interviewing process for such positions, as well as examine the diversity of the applicant pool and the candidates that have been selected for interview. If or when the EEO office finds that a hiring manager or unit is not in compliance with the structured interviewing process or the diversity of the interviewed candidates are not representative of the diversity of the applicant pool, the EEO will notify DCAS Human Resources and the relevant hiring managers of its findings.

## **B. Recruitment for Civil Service Exams**

[Summary of recruitment efforts that will be undertaken in FY 2024 to promote open competitive and promotion civil service exams.]

List any planned recruitment events for FY 2024 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

Event Date	Event Name	Borough

**\*\*During the creation of this plan, the EEO office consulted with DCAS Human Resources and there are no planned recruitment events for FY24 at this time. Will inquire on a quarterly basis and update in quarterly reports accordingly.**

List planned expenditures for FY 2024 related to recruiting candidates for open-competitive and promotion civil service exams.

<b>Borough</b>	<b>Approximate Dollar Amount (\$)</b>
Bronx	0
Brooklyn	0
Manhattan	0
Queens	0
Staten Island	0

## **C. Recruitment Sources**

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in previous hires. Recruitment sources should reflect your agency's effort to reduce underutilization in specific job groups and to otherwise diversity your workforce.]

1. Jobs NYC (including Indeed.com) to attract the general public more broadly
2. NYC ATWORK – specifically used to attract qualified applicants with disabilities
3. LinkedIn – subscription package allows for the following:
  - Preferred placement on company page for custom content, Life and Jobs tab (this allows Comms to post videos and enhance the DCAS main page)
  - Access to LinkedIn Recruiter (allows us to search resumes and engage potential candidates via LinkedIn)
  - Job slots – allows us to post up to 11 positions per month
  - Job wrapping – LinkedIn will post jobs directly from an external site on DCAS's behalf
  - Detailed Analytics on how many views a posting receives and who has selected our 'to apply' tab (this feature has been helpful in determining our need to reassess titles used/salary range).
4. OCR Newsletter
5. Citywide Hiring Halls and other recruitment events sponsored by DCAS



## D. Internships/Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2023 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2024. What are the sources you plan to draw upon in recruiting and hiring interns? Are you providing opportunities for interns to advance to entry-level positions in your agency? Did the agency hire interns in the past? Explain the reason if your agency does not offer internship /fellowship opportunities.]

The agency provided the following internship opportunities in FY 2023:

Type of Internship/Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Civil Service Pathways Fellows	12	Asian (6); Black (1); Hispanic (3); White (1); Two or more Races (1); Unknown (1)	M _8_ F 4 Non-Binary _ Other _ Unknown _
2. Public Service Corps	23	Asian (6); Black/African-American (8); Hispanic/Latino (4); White (3); Unknown (2)	M 6 F_17_ Non-Binary _ Other _ Unknown _
3. Summer College Interns	13	Asian (3); Black (4); Hispanic (2); White (3); Unknown (1)	M _5_ F_7_ Non-Binary _ Other _ Unknown _1_
4. Summer Graduate Interns	5	Asian (1) Black (1); Hispanic (1); White (1); Two or more races (1)	M _ F_5_ Non-Binary _ Other _ Unknown _
5. Other (specify): Summer Youth Employment Program (SYEP)	22	Unknown	M _ F_ Non-Binary _ Other _ Unknown _
6. Other (specify): Modern Youth Apprenticeship Program (DOE Highschool students)	8	Hispanic (1) Unknown (7)	M _4 F_3_ Non-Binary _ Other _ Unknown _1_

## E. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs   5   [number] 55-a participants. [Enter '0' if none]
- There are   0   [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of   0   [number] new applications for the program were received and   3   participants left the program due to [state reasons] resignation.

[Describe your agency's plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities. This should include the goals for the Program, strategies your agency will use to educate hiring managers and those involved in the recruitment process, any challenges your agency has or foresee in recruiting and hiring 55-a candidates. If your agency hires for competitive titles and does not use the program, please explain why.]

In an effort to hire and retain qualified individuals with disabilities, DCAS will ensure that the 55-a Program is included in its recruitment strategies to hire for approved discretionary positions. DCAS Human Resources, along with our agency's 55-a Coordinator, will:

- Participate in career fairs hosted by the agency's Office of Citywide Recruitment.
- Partner with the MOPD to post job opportunities with NYC ATWORK and interview qualified applicants referred through the program.
- Ensure that the contact information of the agency's 55-a Coordinator is posted on the DCAS website so that people with disabilities who are interested in working for DCAS and applying to the 55-a Program can obtain the necessary information.
- Maintain an updated record of the agency's 55-a program participants.
- Notify 55-a participants when a civil service exam is given for which they are eligible and encourage them to apply.

☐ Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

☐ Agency does not use the 55-a Program and has no participating employees.

## VI. Selection (Hiring and Promotion)

[Note: This section must be prepared in consultation with the Agency Personnel Officer.]

### A. Career Counselors

[Describe the plans of the agency Career Counselor(s) to promote advancement and transfers within the agency, advise employees of opportunities for promotion, availability of civil service exams, and provide resources to help employees grow and develop future careers.]

The identity, services and contact information of DCAS's Career Counselor will be communicated agency-wide on an annual basis as part of the agency's commitment to equity and inclusion.

DCAS' Career Counselor also promotes private career counseling sessions upon request. Employees that are interested in this service would contact our Career Counselor to schedule and complete a preliminary questionnaire and submit a copy of their resume prior to the session.

The role of the Career Counselor includes the following:

- Maintain knowledge of the civil service system and respond to inquiries regarding how to apply for civil service exams and/or positions in civil service titles that relate to the employee's intended career path.
- Maintain knowledge of training and professional development programs offered by the agency to encourage the use of these programs to improve skills, performance, and career opportunities.
- Maintain knowledge of approved job vacancies within the agency and navigate inquiries from employees on how to apply for these positions.
- Actively review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).

### B. New Hires and Promotions

[Describe planned actions to review and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions. Actions may include monitoring the representativeness and fairness of the selection and appointment process, vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the role of the EEO Officer in the selection and promotion actions, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.]

The EEO and HR offices play an active role in the review of interview questions prior to interviews being conducted and keeps track of interview panels. The EEO Office also reviews the demographics of applicant pools and selected candidates; and advises hiring managers to use diverse recruitment methods.

DCAS has a Structured Interviewing guide for hiring managers to use in the creation of job descriptions and interview questions; review and selection of applicants for interview; and how to conduct interviews and complete candidate evaluations sheets. This guide will be updated and reissued to our hiring managers, EEO, and HR teams as a part of this year's Structured Interviewing training and will subsequently be posted on our DCAS Connect site.

### **C. EEO Role in Hiring and Selection Process**

[Briefly detail which stages of selection involve your EEO Officer (pre- and post-selection).]

In FY 2024, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- ☒ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- ☒ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☒ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- ☒ Assist the hiring manager if a reasonable accommodation is requested during the interview.
- ☒ Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- ☒ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- ☒ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☒ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☐ Other: \_\_\_\_\_

## D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

- ☒ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2024.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- ☒ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

## VII. Training

[Please refer to **Section IX** to ensure the agency complies with training requirements under local laws and Executive Orders.]

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	673 employees trained  Approx, 1,300 employees pending	Ongoing until deadline 3/31/25 (New hires will complete upon start date. Enhanced promotion of this training for existing employees will occur in FY25 (September 2024 to March 2025))
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	As Needed	
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	56 employees trained  Approx. 1,925 pending (as of 11/25/23)	Ongoing until deadline 8/31/24 (Enhanced promotion of training typically will occur from March 2024 to August 2024)
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	As Needed	
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024)  All other employees	1,113 trained;  Approx. 868 employees pending (as of 11/25/23)	Ongoing until deadline 3/31/24
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024)	As Needed	

	All other employees		
7. Disability Awareness and Etiquette	Hiring Managers and public facing employees	250+	January 2024 to June 2024
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Hiring Managers and HR personnel	100+	January 2024 to June 2024
9. Other (specify)			
10. Other (specify)			

## VIII. Reasonable Accommodation

[Please indicate the actions your agency will take to ensure that the process of reviewing reasonable accommodation requests is compliant with the EEO Policy as well as the applicable federal, state, and local laws. Additionally, please detail any best practices currently implemented in this area. Lastly, please describe your current appeal protocol.]

Describe your agency's practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

Upon receipt of a reasonable accommodation request, the EEO office ensures that a cooperative dialogue with the applicant or employee making the request is initiated within ten business days as required. The EEO office will also discuss the request with the supervisor and/or manager of the requestor, if applicable, and determine whether there are any impediments to granting the request.

When there is a need for additional information or interactive discussions with the employee, supervisor and/or manager, HR, general counsel, or other offices that are relevant to the request, the EEO office will facilitate those discussions. Also, if an alternative accommodation may be required, the EEO office will assist in identifying an appropriate alternative through research, discussions with the employee and the supervisor or manager, general counsel's office or Human Resources. A determination on the request will be made within 30 days or less of receipt, unless additional information is required. Should a determination take longer than 30 days, the requestor will be notified of the delay and given an estimated timeframe for when a determination can be expected.

In the event an accommodation request is denied, the EEO officer will notify the applicant or employee of the decision and inform the applicant/employee that they may appeal the decision, if they choose to do so, within 30 days. The commissioner, Dawn M. Pinnock or her

designee, Crystal Monge, Chief Engagement Officer, will review the applicant's/employee's appeal of the denied reasonable accommodation request. The commissioner or her designee will issue a decision within 15 days of receipt of the appeal.

The EEO office ensures the timely and efficient processing of reasonable accommodation requests by keeping a tracking sheet that records the basis and types of requests, as well as the timeframe of receipt to determination. This information is also entered contemporaneously into the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and regularly analyzed to determine trends regarding types and volume of requests, as well as speed of disposition.

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency grants or denies request 30 days after submission or as soon as possible.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☒ If the review and decision on appeal is not done by the Agency Head.  
Provide the name and title of the designee<sup>1</sup> : Crystal Monge, Chief Engagement Officer
- ☒ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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<sup>1</sup> EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.



## IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

### A. Local Law 92 (2018): Annual Sexual Harassment Prevention training

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 6 – September 1, 2023 – August 31, 2024) as indicated in the Section VII Training above.

### B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting

- ☒ The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- ☒ The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

### C. Local Law 121 (2020): Age Discrimination Training

- ☒ The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- ☒ The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 2: April 1, 2023 – March 31, 2025) as indicated in the Section VII Training above.

### D. Local Law 27 (2023): Access to Workplace Facilities

- ☒ Employees have access to gender appropriate bathrooms and lactation rooms.
- ☒ Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2023.

- ☐ Reassignment
- ☒ Modification of Work Schedule
- ☒ Flexible leave
- ☒ Modification or Purchase of Furniture and Equipment
- ☒ Modification of Workplace Practice, Policy and/or Procedure
- ☒ Grooming/Attire

#### **E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2024**

- ☒ List of diversity and inclusion training for FY 2024 is included in section VII of this annual plan.

#### **F. Executive Order 16: Training on Transgender Diversity and Inclusion**

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 4 runs from April 1, 2022, to March 31, 2024.

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

## X. Audits and Corrective Measures

[Please check the statement(s) that apply to your agency].

- ☐ The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- ☒ The agency is currently being audited or preparing responses to an audit conducted by the EEPC or \_\_\_\_\_ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- ☐ The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] \_\_\_\_\_. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- ☐ Within the last two years the agency was involved in an audit conducted by the EEPC or \_\_\_\_\_ [another governmental agency – please specify] specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- ☐ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

## XI. Agency Head Signature

[Note: Agency Head's signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.]

**Dawn M. Pinnock**

\_\_\_\_\_  
Print Name of Agency Head

A handwritten signature in black ink, appearing to read "D. Pinnock", written over a light gray rectangular background.

\_\_\_\_\_  
Signature of Agency Head

2/22/2024

\_\_\_\_\_  
Date

## Appendix A: Contact Information for Agency EEO Personnel

**Agency EEO Office mailing address: 1 Centre Street, 17<sup>th</sup> Floor North, New York, NY 10007**

[Please provide contact information (name, title, e-mail, telephone number and **full office address** if different from the main address above, for the following EEO roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed.)]

	<b>Title/Function</b>	<b>Name</b>	<b>Email</b>	<b>Telephone</b>
1.	<b>Agency EEO Officer / Disability Rights Coordinator / Disability Services Facilitator</b>	Belinda French	<a href="mailto:bfrench@dcas.nyc.gov">bfrench@dcas.nyc.gov</a>	212-386-0297
2.	<b>EEO Investigator</b>	Patricia Marte	<a href="mailto:Pmarte@dcas.nyc.gov">Pmarte@dcas.nyc.gov</a>	212-386-0261
3.	<b>EEO Administrative Assistant</b>	Ashley Miller	<a href="mailto:axmiller@dcas.nyc.gov">axmiller@dcas.nyc.gov</a>	212-386-6399
4.	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>	Roman Gofman	<a href="mailto:rgofman@dcas.nyc.gov">rgofman@dcas.nyc.gov</a>	212-386-6283
5.	<b>Agency Personnel Officer</b>	Hortensia Richards	<a href="mailto:hrichards@dcas.nyc.gov">hrichards@dcas.nyc.gov</a>	212-386-0374
6.	<b>55-a Coordinator</b>	Damarys Diaz	<a href="mailto:dmdiaz@dcas.nyc.gov">dmdiaz@dcas.nyc.gov</a>	212-386-0388
7.	<b>Career Counselor</b>	Shameka Blount	<a href="mailto:sblount@dcas.nyc.gov">sblount@dcas.nyc.gov</a>	212-386-0232

## Appendix B: Local Law 28 (2023) – Diverse Recruitment and Retention

**Agency Name: Department of Citywide Administrative Services**

**Local Law 28 of (2023) is a Local Law to amend the New York City charter and the administrative code of the City of New York, in relation to the evaluation and expansion of diverse recruitment and retention within the municipal government.**

Pursuant to Local Law 28 (2023), each agency shall collect and submit the following information for the prior fiscal year to the Department of Citywide Administrative Services by **August 31, 2023**, and annually thereafter.

For each agency-specific training program your agency has that is required for, or relevant to, an applicant's appointment to a position based on an open-competitive civil service examination or a promotion civil service examination, list the following [Include this information for each individual training program within your agency that was completed in FY2023. The table below can be duplicated. If your agency does not have a training program, write "N/A"]:

<b>[Insert name of the Training Program]</b>	<b>Totals</b>
# of applicants enrolled in such program	0
# of applicants who completed the program	0
# of applicants who passed and graduated from the program	0
# of applicants who passed but did not graduate from the program	0
# of applicants who did not pass or graduate from the program	0
# of applicants who accepted any appointment offered base on graduation from the program	0

List all expenditures related to recruiting candidates for open-competitive civil service examinations and promotion civil service examinations in FY 2023.

<b>Borough</b>	<b>Approximate Dollar Amount Spent (\$)</b>
Bronx	none
Brooklyn	none
Manhattan	\$400
Queens	\$150
Staten Island	None
Virtual	\$889

Provide a list of recruiting events, including location, held, or attended by your agency to promote open-competitive civil service examination in FY2023.

<b>DATE</b>	<b>EVENT</b>	<b>BOROUGH</b>
7/30/2022	Job Fair with Congresswoman Yvette D. Clarke	Brooklyn
8/31/2022	St. Nicks Alliance Workforce Development Job Fair - Community Career Fair	Brooklyn
9/21/2022	Mayor's Community Affairs Unit Career Resource Fair	Brooklyn
10/6/2022	SUNY Brooklyn Educational Opportunity Center Civil Service 101 Information Session- Educational Institution Information Session	Brooklyn
10/26/2022	Mayor's Community Affairs Unit Career Resource Fair - Part 2	Brooklyn
11/5/2022	Mayor's Office of Immigrant Affairs- Mayor's Office in Your Communities	Brooklyn
11/9/2022	Office of Veteran & Military Services Medgar Evers College – CUNY Meet & Greet/Veterans' Resource Fair	Brooklyn
11/30/2022	Medgar Evers, Medgar Evers College Resource Fair - Educational Institution Career Fair	Brooklyn
1/11/2023	Liberated Success Civil Service 101 information Sessions	Brooklyn
2/2/2023	James Madison High School Civil Service 101 Information Session	Brooklyn
2/16/2023	Brooklyn Public Library Job Fair	Brooklyn
2/27/2023	City Polytechnic High School of Engineering, Architecture, and Technology (City Poly): Partners, Parents and Professionals Career Day	Brooklyn
3/4/2023	Red Hook Initiative - Red Hook Job Fair	Brooklyn
3/28/2023	James Madison High School 7th Annual Career Fair-Educational Institution Career Fair	Brooklyn
3/30/2023	Brooklyn College Spring 2023 Career Fair - Educational Institution Career Fair	Brooklyn
4/4/2023	Hakeem Jeffries & 69th Precinct Community Council Job Fair	Brooklyn
4/5/2023	NYC Government Hiring Hall	Brooklyn
4/20/2023	George Westinghouse Career and Technical Education High School 2nd Annual Career Day 2023	Brooklyn
6/16/2023	NYC Government Hiring Hall	Brooklyn
6/28/2023	NYC Government Hiring Hall	Brooklyn
8/12/2022	Summer Youth Employment Program (Summer Youth Employment Program) Job Fair	Manhattan
8/28/2022	NY Police Department in Partnership with District Leader Daisy Paez Disability Outreach Community Event	Manhattan
9/19/2022	Public Health Corps in Your Borough - Community Career Fair	Manhattan
9/24/2022	Housing Preservation and Development Career Fair - Community Career Fair	Manhattan
10/6/2022	John Jay College Fall 2022 Career and Internship Fair	Manhattan

10/11/2022	Department of Social Services Partnership for Inclusive Internship (PII) Program Civil Service 101 Information Session	Manhattan
10/17/2022	Department of Citywide Administrative Services Civil Service 101 Information Session City Employees -	Manhattan
11/1/2022	Touro College, In-person Career Fair- Educational Institution Career Fair	Manhattan
11/2/2022	The Lesbian, Gay, Bisexual & Transgender Community Center Career Fair	Manhattan
11/4/2022	CUNY Office of Veterans Affairs Panel Discussion on Pluralism & Diversity in the Military	Manhattan
11/15/2022	Department of Citywide Administrative Services Civil Service 101 Information Session - Community Information Session	Manhattan
11/19/2022	East Harlem Community Career Fair - Community Career Fair	Manhattan
12/6/2022	Manhattan Bridges High School Career Day-Educational Institution Career Fair	Manhattan
12/9/2022	Eagle Academy Foundation and Harlem Community School District 5 Career Pathways Expo-Educational Institution Career Fair	Manhattan
1/11/2023	CUNY Borough of Manhattan Community College 2023 Internship and Apprenticeship Expo	Manhattan
1/19/2023	City College of New York - CCNY (CUNY) Civil Service 101 Information Sessions	Manhattan
1/27/2023	Northern Manhattan Improvement Corporation (NMIC) - Civil Service 101 Information Session	Manhattan
1/28/2023	NYC Department of Housing Preservation & Development Career Fair	Manhattan
2/3/2023	NYC Department of Transportation Engineering Job Fair	Manhattan
2/6/2023	The New School NYC Civil Service 101 information Session - Educational Institution Information Session	Manhattan
2/11/2023	2023 NYC Government Job Fair	Manhattan
2/24/2023	Barnard College - Beyond Barnard Spring 2023 Opportunities Fair	Manhattan
3/1/2023	Macaulay Honors College at CUNY 2023 Spring Career Fair	Manhattan
3/1/2023	NYC Department of Citywide Administrative Urban Fellows Program Civil Service 101 Information Session	Manhattan
3/4/2023	NYC Parks Department - Highbridge Recreation Center Career Fair	Manhattan
3/7/2023	Cooper Union College Spring 2023 Job & Internship Fair	Manhattan



3/15/2023	John Jay's Spring 2023 Career & Internship Fair	Manhattan
3/23/2023	The Urban Assembly NYC Civil Service 101 Information Session	Manhattan
3/30/2023	Manhattan Transition and College Access Center (TCAC) Transition Summit	Manhattan
4/11/2023	NYC Service Civil Service 101 Information Session	Manhattan
4/11/2023	NYC Service Civil Service 101 Information Session	Manhattan
4/13/2023	NYC Government Hiring Hall	Manhattan
4/20/2023	The Mayor's 1st Youth Resource Event	Manhattan
5/20/2023	NYC Government Hiring Hall	Manhattan
9/18/2022	Sikhs Job Fair	Queens
10/4/2022	Center for the Women of New York - Civil Service 101 Information Session	Queens
11/3/2022	NYS Department of Labor, Far Rockaway Community Job Fair in Partnership with Challenge Charter School - Community Career Fair	Queens
11/10/2022	NYC Health and Hospital, Elmhurst Hospital Veterans' Day Event - Veterans Community Career Fair	Queens
11/18/2022	New York Association of Chapters of Alpha Phi Alpha, College to Corporate Career Fair -	Queens
3/15/2023	Hofstra University - Spring Career & Internship Fair	Queens
3/23/2023	Chinatown Manpower Project - 2023 March Job Fair	Queens
3/25/2023	NYC Government Hiring Hall	Queens
3/30/2023	St. John's University Spring Career & Internship Expo 2023	Queens
4/21/2023	Queensborough Community College Civil Service 101 Information Session	Queens
4/27/2023	Flushing High School- Council Member CIVIL SERVICE 101 Information Session	Queens
4/28/2023	NYC Government Hiring Hall	Queens
5/3/2023	New Dawn Charter High School II Spring Career Fair-Educational Institution Career Fair	Queens
5/18/2023	The Jamaica Community Partnership in Collab. W/Common Point Queens Job Fair 2023	Queens
5/19/2023	Queens Technical High School Annual Career Day	Queens
5/24/2023	NYC Government Hiring Hall	Queens
6/24/2023	NYC Department of Veterans Services New York Mets Military Transition Summit - Big Apple TAP Initiative	Queens
11/16/2022	U.S. Coast Guard, Second Annual Job Fair at United States Coast Guard, Sector New York - Veterans Community Career Fair	Staten Island
3/29/2023	Annual College & Career Expo at The Eagle Academy for Young Men of Staten Island- Educational Institution Career Fair	Staten Island
5/11/2023	NYC Government Hiring Hall	Staten Island
6/2/2023	NYC Government Hiring Hall	Staten Island

9/15/2022	New York Public Library Career Services Employer Career & Resource Expo 2022 - Community Career Fair	The Bronx
10/26/2022	The Tremont Library Job Fair - Community Career Fair	The Bronx
1/17/2023	YABC Walton Campus NYC Civil Service 101 information Session	The Bronx
3/14/2023	Lehman College - Lehman College - Job and Internship Fair 2023	The Bronx
3/31/2023	Hostos Community College - Career Expo	The Bronx
4/18/2023	Bronx Independent Living Services Civil Service 101	The Bronx
4/22/2023	NYC Government Hiring Hall	The Bronx
5/6/2023	NYC Government Hiring Hall	The Bronx
6/21/2023	NYC Government Hiring Hall	The Bronx
6/22/2023	NYC Department of Health and Mental Hygiene Bronx Block Party Health Fair	The Bronx
7/1/2022	Bedford Stuyvesant Restoration Corporation Civil Service 101 Information Session	Online
7/5/2022	Self-Advocates Association in NYS 55-a Information Session - Disability Community Information Session	Online
7/7/2022	Department of Citywide Administrative Services Civil Service 101 Information Session - Community Information Session	Online
7/8/2022	Department of Citywide Administrative Services Civil Service 101 Information Session - Community Information Session	Online
7/11/2022	Department of Citywide Administrative Services Civil Service 101 Information Session - Summer Internship Program (SIP)	Online
7/12/2022	Department of Youth and Community Development (DYCD) Beacon & Cornerstone community Centers Civil Service 101 Information Session	Online
7/13/2022	32nd Anniversary of the Americans with Disabilities Act (ADA) 55-a City Talk Panel Discussion- Disability Community Information Session	Online
7/13/2022	Equal Opportunity Publication, Inc (EOP) - Careers and disABLED Virtual Career Fair - Disability Community Career Fair	Online
7/14/2022	DYCD, Beacon & Cornerstone Community Centers Civil Service 101 Information Session	Online
7/18/2022	Summer Youth Employment Program (18-24) Civil Service 101 Information Session	Online
7/19/2022	Summer Youth Employment Program (18-24) Civil Service 101 Information Session	Online
7/20/2022	Summer Youth Employment Program (16-17) Civil Service 101 Information Session	Online
7/21/2022	NYC Emergency Management - Agency Spotlight	Online
7/25/2022	Summer Youth Employment Program (18-24) Civil Service 101 Information Session	Online
7/26/2022	New York City Area Virtual Diversity Job Fair - Community Career Fair	Online
7/26/2022	Summer Youth Employment Program (16-17) Civil Service 101 Information Session	Online

7/27/2022	Housing Preservation and Development Agency Spotlight Event - Community Information Session	Online
7/27/2022	Facilities Management Internship Civil Service 101 Information Session	Online
8/3/2022	AmeriCorps Alumni and NYC Veterans Civil Service 101 Information Session	Online
8/4/2022	Department of Citywide Administrative Services Civil Service 101 Information Session - Community Information Session	Online
8/4/2022	Department of Citywide Administrative Services Civil Service 101 Information Session for DOC Employees - Community Information Session	Online
8/5/2022	Department of Citywide Administrative Services Civil Service 101 Information Session - Community Information Session	Online
8/5/2022	NYC Careers CityTalk Panel	Online
8/9/2022	Center for Women Veterans (CWV) - NYC Civil Service 101 Information Session	Online
8/17/2022	NYC Civil Service 101 Information Session - Community Information Session	Online
9/7/2022	NYC Urban Fellows Civil Service 101 Information Session - Community Information Session	Online
9/8/2022	Department of Citywide Administrative Services Civil Service 101 Information Session - Community Information Session	Online
9/9/2022	Department of Citywide Administrative Services Civil Service 101 Information Session - Community Information Session	Online
9/14/2022	Chinatown Manpower Project (CMP) Civil Service 101 Information Session - Asian Community Information Session	Online
9/19/2022	Medgar Evers College Civil Service 101 Information Session - Educational institution Information session	Online
9/20/2022	New York City Area Virtual Diversity Job Fair - Community Career Fair	Online
9/20/2022	The City Tutors & Department of Citywide Administrative Services Mentorship Event	Online
9/21/2022	Equal Opportunity Publication, Inc (EOP) - Careers and disABLED Virtual Career Fair - Disability Community Career Fair	Online
9/21/2022	Department of Citywide Administrative Services Civil Service 101 Information Session - Community Information Session	Online
9/22/2022	Chinatown Manpower Virtual September Job Fair	Online
9/23/2022	Jersey City Area Virtual Diversity Job Fair - Community Career Fair	Online
9/23/2022	The City Tutors Civil Service 101 information Session	Online
9/27/2022	College of Staten Island Civil Service 101 Information Session	Online
9/28/2022	Civilian Complaint Review Board Agency Spotlight Event - Community Information Session	Online
9/30/2022	Equal Employment Practice Commission Civil Service 101 Information Session - Community Information Session	Online
10/6/2022	Macaulay Honors College Civil Service 101 Information Session - Educational Institution Information Session	Online

Provide a list of any preparatory materials developed for applicants or potential applicants for open-competitive civil service examinations or promotion civil service examinations, if applicable. [Include as attachments]